



# Maryland Department of Budget & Management

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## Office of Personnel Services and Benefits

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Deputy Secretary

### **MEMORANDUM**

**TO: Personnel Directors**

**FROM: Andrea M. Fulton, Executive Director**

**DATE: April 29, 2004**

**RE: July 1, 2004 Salary Adjustments and Increments**

The purpose of this memo is to provide important information pertaining to the processing of the proposed July 1, 2004 salary adjustments and increments. The Office of Personnel Services and Benefits, Employee Relations Division's Personnel Transactions Unit will process salary adjustments and increments during the weekend of June 11, 2004. State agencies that usually process salary adjustments and increments by submitting the MS-310 form must be sure that the forms are received in the Personnel Transactions Unit by the close of business on **Tuesday, June 1, 2004**. Please do not submit any changes other than the salary adjustments and increments on this MS-310.

Employees must have received at least a "meets standards" rating on their most recent performance appraisal in order to receive an increment. Any denials of increments must be submitted to the Personnel Transactions' Unit on an MS-310 form with a copy of the MS-5 Notice of Denial of Increment Form by the close of business on **Tuesday, June 1, 2004**.

Also, the cut off date for the receipt of MS-310 transactions with effective dates prior to July 1, 2004 will be Tuesday, June 1, 2004. Any MS-310 transactions received after June 1, 2004 will not be processed until after the July 1, 2004 salary adjustments and increments have been run. Finally, any transaction that has a July 1, 2004 or subsequent effective date should be submitted after July 1, 2004.

Thank you for your anticipated cooperation on this matter. If you have any questions about our schedules, please feel free to contact me at 410-260-6365 or Ms. Joyce D. Davenport at 410-767-4838.

cc: Frederick Ramsey  
Arthur Merkle  
Joyce Davenport  
Bruce Martin  
Kris Hoffman